

SPECIAL EDUCATION FILE REVIEW SUMMARY

District/Agency Name and Number: _____

Date: _____ **Completed by:** _____

Total number of files reviewed: _____

Component		Percentage Correct	Okay	Needs improvement
Access Log 7.4.A	Access logs used in files			
Timelines 4.4.A	Current evaluations less than 3 years old			
4.3	IEPs implemented within 60 days of consent for evaluation			
4.4.A	Current IEPs are less than one year (365 days) old			
Consent 7.2.B	Consent sought at all appropriate times			
Written Notice 7.3	Written notice provided when needed.			
Evaluations 2.4	Documentation of prereferral interventions			
3.5	Evaluation requirements met			
Invitation 2.5.A, 4.2.C	Invitation requirements met			
Eligibility 3.5.D	Determined by a team, including the parent			
3.5.D, 3.6.C	Report that documents all eligibility criteria, including professional judgment if used			
3.5.D	Report given to parent			
IEP 4.1.A	All required participants at the IEP meeting			
4.3.C	Present level of performance aligned to general ed. curriculum			
4.3.C	Measurable goal and at least 2 benchmarks			
4.3.I	Consideration given for AT, ESY, LEP need, Braille, monitoring of hearing aids			

Component		Percentage correct	Okay	Needs improvement
IEP (cont.) 4.3.D	IEP lists special education and related services			
4.3.I	IEP lists accommodations and adaptations			
4.3.I	Consideration of behavioral interventions			
4.3.F	Participation in statewide and district assessments			
4.3.E	Explanation of extent participating with nondisabled peers or in the general ed. curriculum			
4.3.G	Progress notes on IEP and sent at required times			
Secondary Transition 4.3.H	Transition plans with coordinated set of activities are part of IEPs			
4.3.H	Course of study on transition plan at age 14			
4.3.H	Interagency responsibilities and linkages at age 16			
6.2	Graduation requirements addressed			
7.1.B	Transfer of rights addressed			
Preschool Services 4.6.B	IEP or IFSP implemented by child's 3 rd birthday			
4.6.A	District representative participated in transition planning conference			

Comments:

SPECIAL EDUCATION FILE REVIEW SUMMARY
Instruction Page

Component		Instructions
Access Log	Access logs used in files	# of yes answers divided by total number of files reviewed times 100
Timelines	Current evaluations less than 3 years old	# of yes answers divided by total of applicable files reviewed times 100
	IEPs implemented within 60 days of consent for evaluation	# of yes answers divided by total number of files reviewed times 100
	Current IEPs are less than one year (365 days) old	# of yes answers divided by total number of files reviewed times 100
Consent	Consent sought at all appropriate times	# of yes answers divided by total number of files reviewed times 100. <u>Any</u> "no" answer in the consent boxes is considered a "no" for this component.
Written Notice	Written notice provided when needed.	# of yes answers divided by total number of files reviewed times 100. <u>Any</u> "no" answer in the consent boxes is considered a "no" for this component.
Evaluations	Documentation of prereferral interventions	# of yes answers divided by total number of files reviewed time 100.
	Evaluation requirements met	# of yes answers divided by total number of files reviewed time 100. <u>Any</u> "no" answer in the remaining evaluation boxes is considered a "no" for this component.
Invitation	Invitation requirements met	# of yes answers divided by total number of files reviewed time 100.
Eligibility	Determined by a team, including the parent	# of yes answers divided by total number of files reviewed time 100.
	Report that documents all eligibility criteria, including professional judgment if used	# of yes answers divided by total number of files reviewed time 100. <u>Any</u> "no" answer in the remaining eligibility boxes is considered a "no" for this component.
	Report given to parent	# of yes answers divided by total number of files reviewed time 100.
IEP	All required participants at the IEP meeting	# of yes answers divided by total number of files reviewed time 100. <u>Any</u> "no" answer in the remaining participant boxes is considered a "no" for this component.

Components		Instructions
IEP (cont.)	Present level of performance aligned to general ed. curriculum	# of yes answers divided by total number of files reviewed time 100.
	Measureable goal and at least 2 benchmarks	# of yes answers divided by total number of files reviewed time 100. Any "no" answer in these two boxes is considered a "no" for this component.
	Consideration given for AT, ESY, LEP need, Braille, monitoring of hearing aids	# of yes answers divided by total number of files reviewed time 100. Any "no" answer in these three boxes is considered a "no" for this component.
	IEP lists special education and related services	# of yes answers divided by total number of files reviewed time 100.
	IEP lists accommodations and adaptations	# of yes answers divided by total number of files reviewed time 100.
	Consideration of behavioral interventions	# of yes answers divided by total number of files reviewed time 100.
	Participation in statewide and district assessments	# of yes answers divided by total number of files reviewed time 100.
	Explanation of extent participating with nondisabled peers	# of yes answers divided by total number of files reviewed time 100.
	Progress notes on IEP and sent at required times	# of yes answers divided by total number of files reviewed time 100. Any "no" answer in these four boxes is considered a "no" for this component.
Secondary Transition	Transition plans with coordinated set of activities are part of IEPs	# of yes answers divided by total number of secondary transition files reviewed time 100.
	Course of study on transition plan at age 14	# of yes answers divided by total number of 14 and 15 year old secondary transition files reviewed time 100.
	Interagency responsibilities and linkages at age 16	# of yes answers divided by total number of 16 year old transition files reviewed time 100.
	Graduation requirements addressed	# of yes answers divided by total number of 16 year old secondary transition files reviewed time 100.

Components		Instructions
Secondary Transition (cont.)	Transfer of rights addressed	# of yes answers divided by total number of 17 year old secondary files reviewed time 100.
Preschool Services	IEP or IFSP implemented by child's 3 rd birthday	# of yes answers divided by total number of preschool files reviewed time 100.
	District representative participated in transition planning conference	# of yes answers divided by total number of preschool files reviewed time 100.